

NEW MILLS SCHOOL

Job Description

Job Title: Facilities Manager/School Business Officer (BPS)

Job Ref; 99SCH155S (JE Ref B/SCH/626S)

Grade: G9 PP16-19

Line Manager: School Business Manager

Hours: 37 hours per week / 52 weeks per year

Aim and Purpose of the Job:

Premises

- To oversee the efficient operation, maintenance and improvement of the School's facilities in order to provide a suitable, stimulating, healthy and safe environment for effective learning to take place, ensuring that legislative requirements are met, policies implemented and that work is delivered in accordance with agreed standards, specification and budget.

Health and Safety

- To be responsible for the management of Health & Safety and develop a safety culture throughout the site in accordance with HSE legislation & County guidance, in conjunction with the School Business Manager

EVC

- To manage off-site visits in the role of Educational Visits Co-ordinator.

Main Responsibilities:

PREMISES

Management of staff

Manage the work of the Premises Team and Cleaning Staff to include the following:

- Participate in the recruitment, induction and mentoring of staff
- Performance management of allocated staff
- Ensure training and development needs of the Team are met
- Manage all statutory testing, servicing and maintenance requirements across the site
- Absence management and cover arrangements (including ensuring cover during school holidays where appropriate)
- Prioritising work within the Team, allocating duties, delegating tasks and day-to-day supervision.
- Conducting regular team meetings to cascade information and discuss issues.
- Advising the Senior Leadership Team (SLT) of any issues which arise across the site
- Ensure the Health & Safety Policy is observed by the Team at all times and risk assessments are adhered to

Management of Resources

To be responsible for the management of resources within the School in accordance with Financial Regulations to include the following duties:

- Negotiation of prices and service levels with service providers, contractors and suppliers to make sure the School achieves best value
- Monitoring Premises budget(s)

- To advise on strategic matters relating to the management of the premises in terms of maintenance and future refurbishments
- Attend meetings with the School Business Manager as and when required

HEALTH AND SAFETY

- Regularly monitor, review and update the School's Health & Safety Policy
- Be the lead person on Fire Safety and its' implementation advising SLT and other staff as appropriate
- Organise regular fire safety training for all staff and particularly for key staff ensuring fire safety procedures are followed
- Organise First Aid training for staff in order to comply with legislative requirements
- Conduct fire safety inspections and informal checks to ensure fire safety procedures are being followed
- Prepare and review Emergency Fire Plan documentation including Operational Fire Risk Assessment
- Responsible for the investigation and reporting of accidents and incidents across the site and prepare reports for SLT, Governing Body & HSE as appropriate
- Ensure relevant risk assessments and COSHH procedures are in place as appropriate
- Provide advice and guidance on all Health and Safety matters
- Prepare termly Health and Safety Report to Governing Body
- Assess and respond to Health & Safety hazards
- Liaise with Emergency Services as required, including acting as keyholder
- Manage the work of all contractors engaged by the School to ensure they fully discharge their contractual obligations and act in accordance with Health & Safety Regulations

EDUCATIONAL VISITS CO-ORDINATOR

- Manage the whole school process for all School Trips and Visits
- Be responsible for monitoring, reviewing and updating the School's Off-Site Visits Policy
- Assess that off-site visits are managed to the standard required by the School and Local Authority in line with both County and National guidance
- Assess the competence of Group Leaders and other accompanying staff, and monitor Group Leader planning
- Provide guidance to the Headteacher and Governing Body in relation to approval and other relevant decisions regarding trips and off-site visits
- Liaise with the LA as required as part of the risk management process

Other Duties

- Manage school transport and be the point-of-contact between the bus company and the School
- Manage school uniform and be the point-of-contact between the uniform suppliers and the School

General Responsibilities

- To perform duties, including lunch duties and attend meetings as reasonably required
- To participate in the School's performance management scheme
- To undergo in-service training where required
- To comply with the School's Health & Safety Policy and contribute to risk assessments as appropriate
- To observe and implement current School policies and good practice
- To contribute to the overall ethos, vision and aims of the School
- To carry out such particular duties as the Headteacher may reasonably direct from time to time

Note: This job description will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

Post holder's signature:

Post holder's name:

Date:

NEW MILLS SCHOOL

PERSON SPECIFICATION FOR FACILITIES MANAGER

Selection Criteria	Essential/ Desirable	Assessment
Experience		
Experience of premises and facilities management	D	AI
Experience of managing and negotiating with external contractors	E	AI
Experience of managing health and safety procedures	E	AI
Experience in managing and motivating staff	E	AI
Experience of creating Risk Assessments	E	AI
Qualifications/Training		
Level 3 or above in related field or equivalent working experience	D	A
Relevant Health and Safety qualifications or willingness to obtain	E	A
A willingness to undertake formal training to obtain the necessary skills and knowledge for the role	E	AI
Knowledge/Skills		
Knowledge of statutory compliance processes and procedures	E	AI
Knowledge of health and safety legislation and regulations	E	AI
Knowledge of premises maintenance requirements; able to plan and anticipate short- and long-term requirements	E	AI
Competent in the use of IT	E	AI
A high level of organisational skill, including the ability to work independently and collaboratively to support the work of colleagues and meet deadlines	E	AI
Project management skills; ability to lead on premises projects and manage the work of others.	E	AI
Excellent written and verbal communication skills; able to provide information in a clear and concise manner.	E	AI
Knowledge of GDPR and legislation surrounding the safeguarding of children	D	AI
Behavioural Attributes		
Committed to ensuring premises and grounds are maintained to the highest standards; takes pride in the up-keep of the site	E	AI
Strong problem-solving skills and a 'can do' attitude	E	AI
Able to prioritise work, plan effectively and manage multiple tasks and projects simultaneously	E	AI
Strong interpersonal skills, able to establish and maintain effective relationships with staff and stakeholders	E	AI
Willing to take a hands-on approach when needed, supporting the team and contributing to physical tasks and maintenance	E	AI
Ability to support, train and motivate a team	E	AI
Positive attitude; able to find pragmatic solutions and adapt flexibly to changing situations and school requirements	E	AI
Other		
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people	E	AI
Enjoys seeing young people learn in a positive climate and is committed to ensuring all students are supported in making progress	E	AI
Able and willing to provide out of hours on-call cover on a rota basis	D	AI

Assessed by: A = Application form I = Interview T = Test D = Documentary Evidence